

Henry P. Roybal
Commissioner, District 1

Anna Hansen
Commissioner, District 2

Rudy N. Garcia
Commissioner, District 3



Anna T. Hamilton
Commissioner, District 4

Hank Hughes
Commissioner, District 5

Katherine Miller
County Manager

102 Grant Ave; Santa Fe, New Mexico 87501 Phone: 505-992-9880 Fax: 505-992-9895

Job Title: Booking Clerk

Department/Division:	Corrections/ SFCADF	
Salary:	Pay will be \$17.00/hr.	Range: 12
Position Status:	Full-Time/ Classified	
FLSA Status:	Covered	
Closing Date:	October 25, 2020	
Job #:	10-2020-011	

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

Primary Purpose:

To produce the appropriate booking documentation related to the inmate's detention at the Santa Fe County Adult Detention Center.

Essential Job Functions:

- Verbal questioning to determine the inmates' name, date of birth and social security number and verification of inmates' identity upon entry into the institution. Produce the committing records to effect the inmate's detention at the Santa Fe County Adult Detention Center to include recording personal data and information to be used for mail and visiting list, criminal history check, photographing (including notation of identification marks or other physical characteristics), and assignment of registered number to the inmate.
- Insure the Booking Authority Form is completed by the committing agency Officer and act as a remand for each new arrival, and determine that the inmate is legally committed.
- Review all documentation for proper billing; ensure completed paperwork has necessary signatures and ensure the proper times and dates for commitment are as scheduled by the court or arresting agency. Maintain logs to insure accountability and the timely and efficient movement of inmates relating to court proceedings, arraignment, transports, court authorized furloughs, transfers and releases. Answers phone, provide information to the public and outside agencies and refer calls.

Knowledge / Skills:

- Knowledge of Microsoft Office Software and computers.
- Considerable knowledge of filing systems, English usage, spelling, punctuation, grammar, and basic math.
- Ability to perform a wide variety of clerical tasks rapidly and accurately; to understand and follow verbal and written instructions; to extract information from files; to interpret department policy; to communicate effectively verbally and in writing.

Minimum Qualifications:

- High school diploma or equivalent plus two (2) years of clerical experience.

Working Conditions:

Work is performed in a Detention Center setting and contact with inmates may be necessary for successful job performance. Incumbent is exposed to health hazards including emergency or dangerous situations, which may result in personal injury, death, or hostage situations, poor personal hygiene of detainees, and to infectious diseases carried by detainees. Incumbent may be exposed to job induced emotional and mental stress and tension. Work schedule may include evening and weekend hours. Incumbent will be subject to random pat down searches. May be subject to exposure to CRT's and VDT's. Essential employees shall be required to work assigned shifts regardless of adverse weather conditions or holidays.

Conditions of Employment:

Selected candidate must submit to and pass a County paid pre-employment physical and drug/alcohol screening. Additionally, selected candidate must submit to and pass a county paid criminal background screening. Selected candidate must possess and maintain a valid New Mexico Class D Driver's License as incumbent shall be appointed to drive a County vehicle during the performance of his/her duties.

Apply Online at:

https://www.santafecountynm.gov/human_resources/employment_applications.

Resumes will not be accepted in lieu of the official Santa Fe County employment application. Proof of education, certificates and/or endorsements must be attached to each application.